

Electronic Performance Appraisal (EPA) System Function Description

The EPA system contains employee and appraisal records, based on person and position. At a high level, the EPA system provides the following functions:

Assists in preparing current appraisal documents by:

- Automatically filling-in selected data elements on the appraisal form
- Allowing for manual input/updates by HR Admin, Supervisor, and Division Management
- Allowing for manual input/updates of the Common Rating Factors
- Calculating the appraisal score
- Lock/Unlock control

Assists in the appraisal workflow by:

- Tracking appraisal due dates
- Tracking appraisal status (probationary, extended, yearly, mid-point)
- Extended appraisal requires HR approval
- Providing due date and status notifications to supervisors and past-due notifications to managers and HR via email
- Providing workflow for additional review and sign-off at Division level and/or HR
- Printing the appraisal form on-demand

Assists in appraisal management by:

- Printing standard reports, such as audit and exception reports
- Printing ad-hoc reports such as list of appraisals due in June for Supervisor X
- Providing information for EDMS, Gov-Max, and Auto Exception
- Providing an appraisal archive with view/copy functions
- Providing interfaces with Banner and Position Control for automated data updates

OTHER FUNCTIONS

These functions are available at the supervisor/manager level within a reporting hierarchy.

- Search capability
 - Search by Last Name, First Name
 - Search by Position Name
 - Search by Position Number
 - Search by PIDM
 - Search by Appraisal Due date
 - Search by Supervisor
- Copy appraisal
- Delete appraisal (limited)

Automated Functions

- 1) Data interface between Banner, Position Control, and EPA to supply new or updated information (such as new employee, new position, name change), as well as information required for electronic notification of appraisal status/due dates to supervisors.

Issues/Questions/Decisions

- 1) What are the rules for Division Management sign-off?
Answer: HR will provide the written policies to MIS, so that MIS may review them in terms of automating workflow.
- 2) What are the "Exception" parameters?
- 3) Any standard reports need to be designed.
- 4) What is the workflow for a change in supervisor/rater or change in position?
- 5) Is there a library of Common Rating Factors and Major Functions available?
Answer: JDQ will be used to build a library.
- 6) As per Position Control, the supervisor and other email addresses are required for automatic notification (employee email addresses are not required). Do all supervisors have access to email? If not, how will they be notified? As per Position Control, what is the source of the supervisor email address? How will input and maintenance of this data occur?
Answer: It was suggested that when a new employee (or employee update) information is put into Banner, the email address be determined at that step, with appropriate notice given to MIS and other parties.
- 7) Overall, authorization levels and methodology is to be determined. For example, how are supervisors and higher-level managers authorized to prepare and edit appraisals? Is any supervisor able to search for any appraisal, or within their group only? Supervisors can look at potential hires' previous appraisals in hard-copy only. Will previous appraisals be available electronically, and to whom? What is the scope of the appraisal archive or history?
- 8) How does a change in rater or change in position affect the review cycle? How does such a change affect the review authorizations?